



## Annual Data Collection Glossary of Terms for 2010-2011

This glossary is also available as a PDF on the OPI web page at  
[http://www.opi.mt.gov/Reports&Data/index.html?gpm=1\\_5](http://www.opi.mt.gov/Reports&Data/index.html?gpm=1_5)

### **Academic Program (Basic)**

A set of educational offerings designed to provide students the opportunity to obtain the attitudes, concepts, skills and knowledge to meet the academic standards set out in the accreditation rules.

- Elementary program – any combination of kindergarten, special education pre-school, or first eight grades
- Middle school program – any combination of grades 4 through 8 approved by the Board of Public Education
- Grades 7 and 8 – a program that encompasses grades 7 and 8 approved by the Board of Public Education
- Junior High program – grades 7 through 9 approved by the Board of Public Education
- High School program – grades 9 through 12

### **Accreditation Standards**

Standards of accreditation for all schools are adopted by the Board of Public Education upon recommendation of the State Superintendent of Public Instruction. The standards of accreditation define the conditions under which each elementary school, middle school, junior high school, and high school operates.

The term refers to the body of administrative rule governing:

- Content and Performance Standards
- Program Area Standards
- General Provisions
- School Leadership
- Educational Opportunity
- Academic Requirements
- School Facilities and Records
- Student Assessment

### **Accreditation Status**

An approval status determined by the Board of Public Education that indicates a school's level of compliance with the accreditation standards. The categories include: Regular accreditation, Regular accreditation with note of minor deviations, Accreditation with advice, and Accreditation with deficiency.

### **Accredited Program**

A basic academic program approved by the Board of Public Education as meeting the accreditation requirements.

### **Administrator**

A category of licensure (**Class 3 Administrator**) reserved for principal, superintendent or supervisor endorsements.

**Aggregate Hours**

Total hours of pupil instruction per school year. Pupil instruction does not include lunchtime or unstructured recess. The minimum aggregate hours of pupil instruction per grade level are:

- Kindergarten – 360 hours
- Grades 1-3 – 720 hours
- Grades 4-12 – 1,080 hours

**Alternative Education Program**

A "restructured" academic program to serve at-risk students and operated within an accredited public school.

**Alternative Standard**

An innovative program or modification that clearly meets or exceeds the accreditation standards. The Board of Public Education must approve the alternative standard request prior to its implementation by the school.

**Assistant Administrator**

To be eligible to be an assistant administrator, a person must hold both a bachelor's degree and a current Montana teaching license and (a) be enrolled in a planned program leading to an administrative or supervisory endorsement with an accredited college or university, or (b) present evidence of enrollment in an administrative or supervisory intern program approved by the Board of Public Education, or (c) hold an appropriate administrative or supervisory endorsement. Assistant administrators lacking an appropriate administrative or supervisory endorsement may observe and supervise but may not formally evaluate licensed staff except as authorized by the Board of Public Education.

**Board of Public Education**

A constitutionally established board with the power to exercise general supervision over the public school system. The board consists of seven members appointed by the Governor, and confirmed by the Senate, to overlapping seven-year terms. The Governor, Commissioner of Higher Education, and the State Superintendent of Public Instruction are ex-officio non-voting members of the Board of Public Education.

**Building Administrator**

A person who is a part of the school's administrative or supervisory staff and holds a Class 3 license denoting the appropriate level(s) and endorsement(s) that accurately reflect the person's administrative responsibility and/or assignment.

**Core Academic Subject**

Under Section 9101 of the Elementary and Secondary Education Act (ESEA) of 2001 (NCLB), the term core academic subjects means English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography.

**Departmentalized**

A division of a school that provides instruction in a particular subject area (e.g., music, health enhancement). Departmentalized generally pertains to middle, 7-8, junior high, and high school programs.

**Deviation**

A citation for not meeting a particular accreditation standard or school law.

**Distance Learning**

Distance, online, and technology-delivered learning programs and/or courses that fulfill elementary or middle grades basic education programs and/or high school graduation requirements.

**Dual Credit Assignment**

This teaching assignment is either a dual credit or concurrent enrollment assignment (see definitions below) that are taught by a teacher holding a Class 1, a Class 2, and/or a Class 8 license. Students will receive both high school and college credit for this assignment.

**Dual Enrollment**

Dual Enrollment refers to opportunities for high school students to be enrolled in high school and post-secondary courses at the same time. There are essentially three categories of such opportunities:

- College credit only – students receive college credit for courses taken from a post-secondary institution but do not receive high school credit. Students may or may not be taking these courses during the school day.
- Dual credit – students receive both college credit and high school credit for courses taken from a postsecondary institution. Students may or may not be taking these courses during the school day.
- Concurrent enrollment – the district offers these courses during the school day and they are taught by district high school faculty who have been approved by the post-secondary institution to teach these college level courses. Students receive both high school and college credit for the course completed. This faculty member must have either a valid K-12 or Class 8 license.

**Educator License**

Formerly Teaching Certificate. The license required for teachers and other educators to teach in the public schools of that state. The license is issued by the State Superintendent of Public Instruction under the provisions of 20-1-101, MCA, and the policies of the Board of Public Education. The classes of educator licenses include Professional (Class 1), Standard (Class 2), Administrator (Class 3), Vocational (Class 4), Provisional (Class 5), Specialist (Class 6), American Indian Language (Specialist) (Class 7), and Post Secondary Faculty Dual Credit (Class 8). The Class 5 Provisional license may be a preliminary licensing level for any of the renewable licenses.

**Endorsement**

The official indication of the level and/or the appropriate area in which the license holder is authorized to teach. Endorsements are approved by the Board of Public Education and are listed on the Educator License (i.e., teaching certificate). Endorsements are based on the level of license held, except for the following areas, which can be endorsed at the elementary, secondary, or K-12 levels: Art, English as a Second Language, Guidance and Counseling, Physical Education & Health, Library, Reading, Music, and all second languages. The special education endorsement can be placed on either an elementary or secondary license and may cover grades Pre-K through 12 (P-12).

**Experienced Teacher**

A teacher with one or more years of teaching in a "core academic subject."

**Facilitator**

The individual assigned to monitor distance, online, and technology-delivered learning programs in accordance with ARM 10.55.907. The facilitator may be a paraprofessional as long as there is a licensed teacher providing the instruction (new assignment code PP04).

**FTE**

Full time equivalent.

**FTE Unit**

An FTE Unit is a portion of a full-time position dedicated to a specific job assignment. The time unit describes how you would break down each person's workday by job assignment code. For an administrator, that might be 'fulltime' or 'half time.' For a high school teacher, it might be 'Period 1,' 'Period 2,' 'Period 3,' etc. For Special Education, it will reflect the portion of a day devoted to providing special education services up to 1.0. See definition of "Sole Provider."

**Folio Number**

An identifying number given to an individual who has applied for licensure.

**Highly Qualified**

As defined in the federal Elementary and Secondary Education Act (ESEA) of 2001 (NCLB), this pertains to any teacher teaching in a public elementary or secondary school who meets the following criteria: 1) Bachelor Degree; 2) hold a valid teaching license (some exceptions apply); and 3) has demonstrated content knowledge in each subject taught.

**Homeless Liaison**

In Title VII-B of the McKinney-Vento Homeless Assistance Act, the local, i.e., District, homeless liaison is described as an individual who "serves as one of the primary contacts between homeless families and school staff, district personnel, shelter workers, and other service providers. The liaison coordinates services to ensure that homeless children and youth enroll in school and have the opportunity to succeed academically."

**HOUSSE**

High Objective Uniform State Standard of Evaluation process requiring public school administrators to review credentials of elementary and secondary public school teachers who are not new to the profession. Teachers who do not meet the ESEA requirement for HQ must fulfill the HOUSSE process.

**Indian Education for All**

Law passed by the 1999 Legislature (MCA 20-1-501) to ensure the implementation of Article X, section 1(2) of the Montana Constitution to recognize "the distinct and unique cultural heritage of American Indians and is committed in its educational goals to the preservation of their cultural integrity."

**Job Code**

A code that is used to complete the Staff Assignment report. The code indicates the specific administrative role or teaching subject area to which a licensed staff person is assigned.

**Licensed Staff**

Staff whose occupation or profession is regulated by an occupational or professional licensing board or the Department of Labor (e.g., occupational therapists, speech/language pathologists, physical therapists, speech aides). Note: Speech aides are registered under the Board of Speech/Language Pathologists and Audiologists. The Department of Labor & Industry provides a lookup system for professional licensees. You will need the person's occupation and name - <http://www.dli.mt.gov/>

**Master Schedule**

A school schedule which details teachers' assignments by class period.

**Maximum Class Size**

The maximum number of pupils allowed per classroom. The Board of Public Education sets maximum class sizes in administrative rule.

In **single grade rooms**, the maximum class sizes are:

- No more than 20 students in kindergarten and grades 1 and 2
- No more than 28 students in grades 3 and 4
- No more than 30 students in grades 5 through 12.

In **multi-grade classrooms**, the maximum class sizes are:

- No more than 20 students in grades K, 1, 2 and 3
- No more than 24 students in grades 4, 5 and 6
- No more than 26 students in grades 7 and 8
- Multi-grade classrooms that cross grade level boundaries (e.g., 3-4, 6-7) must use the maximum of the lower grade.

**Misassignment**

A misassigned teacher is one teaching outside his/her endorsed teaching area(s) and/or level (Elementary K-8 and Secondary 5-12).

**Non-licensed**

A teacher who either has no Montana license or has let his/her licensure lapse.

**Off-Site Location**

A classroom or set of classrooms, at a separate location from the main school site, where the accredited school provides instruction on a regular basis to students who are enrolled in the district. (For the purpose of Accreditation Data, this would not include alternative education programs.)

**Overloaded Elementary Classroom**

A classroom at either the K-6 or K-8 level that exceeds the maximum allowable number of students.

**Paraprofessional - Instructional**

School or district personnel whose positions are instructional in nature and who work under the supervision of teachers or other professional practitioners who are responsible for:

- a) The design, implementation, and assessment of learner progress, and
- b) The evaluation of the effectiveness of learning programs and related services for children.

Instructional paraprofessionals include:

- Bilingual aides
- Computer aides
- Teaching/classroom aides
- Teaching assistants
- Tutors
- Distance Learning Facilitators

**Period**

A block of time during which a class is scheduled to meet.

**Personnel Recruitment and Retention Report**

An annual report on personnel recruiting and retention issues at the district level. The information will help identify shortage areas and provide support data for efforts to address those shortages.

**Preliminary Accreditation Report**

This report takes the place of the preliminary accreditation letter that was mailed out to schools in the past. Once the district has submitted data to OPI, the ADC program will generate the report. Districts should print and review this report. Based upon that review, districts need to notify OPI of any changes or corrections. OPI will no longer be mailing preliminary accreditation letters.

**Pupil Instruction (PI) day**

A school day when organized instruction is conducted with pupils under the supervision of a teacher. A school day of pupil instruction must be at least 2 hours for kindergarten, at least 4 hours for grades 1-3, and at least 6 hours for grades 4-12. The number of hours in a school day may be reduced at the discretion of the trustees if the total number of pupil instruction hours in the school year is not less than the minimum aggregate hours required by law.

**Pupil instruction-related (PIR) day**

Those days of teacher activities devoted to improving the quality of instruction. The activities may include but are not limited to in-service training, attending state meetings of teacher organizations, and conducting parent conferences. Districts may receive funding for up to seven PIR days, but must schedule at least three days (six hours of contact time per day in no less than two-hour increments) of staff development for all professional staff. Other days of teacher activities contribute to the quality of instruction, but may not be counted as professional development or in-service.

**Race/Ethnicity**

The general racial or ethnic category which most clearly reflects the individual's recognition in his or her community, or with which the individual most identifies.

**American Indian/Alaskan Native**—A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition.

**Asian**—a person having origins of any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinents. This area includes, for example, China, India, Japan, and Korea.

**Black or African American (not Hispanic)** — A person having origins in any of the black racial groups of Africa.

**Hispanic or Latino**—A person who traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.

**Native Hawaiian or Pacific Islander**—A person having origins in any of the original peoples of Hawaii or the Pacific Islands. This area includes, for example, Guam, the Philippine Islands, Samoa and Tahiti.

**White, Non-Hispanic**—A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**School**

For accreditation purposes, school is an educational program offering designated by the local board of trustees satisfying one of the categories listed below:

- **Elementary school** comprises the educational program of kindergarten, special education preschool program, and the first eight grades or their equivalents.
- **Seventh and eighth grade school** comprises the basic education program for grades 7 and 8 that have received prior approval from the Board of Public Education as a 7-8 grade school under the provisions of state statute.
- **Junior high school** comprises the educational programs for grades 7 through 9, or their equivalents, that have received prior approval from the Board of Public Education as a junior high school under the provisions of state statute.
- **Middle school** comprises the educational programs for grades 4 through 8, or any combination thereof, which have received prior approval from the Board of Public Education as a middle school under the provisions of state statute.
- **High school** comprises the educational programs for grades 10 through 12, or their equivalents, and which are operated in conjunction with a junior high school or comprise the educational programs for grades 9 through 12, or their equivalents.

**School District**

A government agency administratively responsible for providing public elementary and/or secondary instruction or educational support services.

**School System**

The administrative unit of a district or combination of districts. In Montana, the types of school systems include:

- **Combined elementary and high school district** is an elementary district and a high school district that are combined for district administration purposes.
- **County high school district** is a four-year high school operated as an agency of county government and established under the provisions of the acts of March 3, 1899, March 14, 1901, and any subsequent amendments thereto.
- **Independent elementary school district** is a district organized for the purpose of providing public education for all or any combination of grades kindergarten through eight.

**Session**

A period of time, expressed in number of days, during which a set of courses is offered in its entirety from start to end. Typically, a school calendar includes semesters (two 90-day sessions), trimesters (three 30-day sessions), or quarters (four 45-day sessions).

**Sole Provider of Core Academic Instruction (Regular Ed)**

- **Elementary level:** a teacher who is the exclusive instructional decision maker for student(s) in grades PK-8.
- **Secondary level:** a teacher who is teaching a secondary level core academic class(es) without input from another teacher who meets the federal HQ requirements in that core academic subject. "Secondary level core academic class(es)" means any setting in which organized instruction of core academic content is provided to one or more students who are receiving credit for class toward graduation.

**Sole Provider of Core Academic Instruction (Special Ed)**

- Elementary level: a special education teacher who is the sole instructor to any student for 60% or more of the school day in grades PK-8.
- Secondary level: a teacher who is teaching a secondary level core academic class(es) without input from another teacher who meets the federal HQ requirements in that core academic subject. "Secondary level core academic class(es)" means any setting in which organized instruction of core academic content is provided to one or more students who are receiving credit for class toward graduation.

**Special Education Cooperative**

A full service education cooperative or joint board established under 20-7-451, MCA, to provide special education services.

**Special Education Itinerant Staff**

Staff who work for or contract with a special education cooperative and whose job requires working with or serving children in more than one school district, and requires travel.

**Specialist**

The **Class 6 Specialist** license is available for the non-teaching roles of the school psychologist and school counselor. School counselors who have completed teacher preparation are qualified for the Guidance and counseling K-12 endorsement on their teaching licenses. The school counselor specialist normally would not qualify for a teaching license, nor have teaching experience.

**Student Load**

For purposes of Entering Staff Assignments, student load is the number of students in a given teacher's classroom.

**Teacher**

A person, except a district superintendent, who holds a valid Montana teacher certificate that has been issued by the State Superintendent of Public Instruction under the provisions of this title and the policies adopted by the board of public education and who is employed by a district as a member of its instructional, supervisory, or administrative staff. This definition of a teacher includes a person for whom an emergency authorization of employment has been issued under the provisions of 20-4-111. (20-1-101, MCA)

**Testing Coordinator**

The district test coordinator is the person responsible for the successful communication, coordination, materials distribution/return, training, and administration of statewide testing.